

MEMORANDUM FOR: DOE Records Management Council

FROM: Susan Frey,
Departmental Records Officer, SO-312

SUBJECT: Numbered Memo 2000-15:
NARA's July BRIDG Meeting Summary and Request for
Web Addresses of Agency Schedules

Please see the following NARA memo regarding the July BRIDG Meeting Summary. I have forwarded our DOE Record's Management web site address to NARA for inclusion in ARDOR.

If you have any questions, please let me know.

Attachment

-----Original Message-----

From: Mary Kay Schmidt [mailto:mary.schmidt@arch2.nara.gov]
Sent: Tuesday, August 15, 2000 11:27 AM
To: Frey, Susan
Subject: NWM 15.00 July BRIDG Meeting Summary and Request for Web
Addresses of Agency Schedules

August 15, 2000

NWM 15.00

MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCE
MANAGERS: July BRIDG Meeting Summary and Request for Web Addresses of
Agency Schedules

This memorandum transmits the July 13, 2000, BRIDG Meeting Summary, and asks for web addresses of agency schedules to add links in the Agency Records Disposition Online Resource (ARDOR) on the NARA web site.

A summary of the July 13, 2000, BRIDG meeting is attached. At that meeting, John W. Carlin, Archivist of the United States, and Lewis J. Bellardo, Deputy Archivist of the United States, discussed updating the National Archives and Records Administration's Strategic Plan, Ready Access to Essential Evidence: The Strategic Plan of the National Archives and Records Administration, 1997-2007. We appreciate your input and feedback toward this initiative.

It was suggested in the July BRIDG meeting that NARA should improve electronic access to other agencies' records schedules. As a result of this suggestion, NARA will now link to agency records schedules whenever they are posted on the World Wide Web. Please provide the complete URL (web address) of your agency records schedules via email to records.mgt@arch2.nara.gov. NARA will establish and maintain the link to the schedules.

NARA currently maintains ARDOR on the NARA web site at <http://ardor.nara.gov/index.html>. ARDOR contains links to agency schedules posted on many agency web sites, as well as links to the NARA General Records Schedules.

Schedule linkage is a win-win situation for both agencies and NARA. One major benefit of the expanded schedule coverage is that agencies can check current schedules and compare dispositions for similar records before they update their schedules. Other benefits result from the reduced time and effort expended if there are existing approved schedules that address similar records. This could result in reduced schedule development time and favorably impact schedule processing time, as well. Please let us know if you find this to be a useful tool.

Finally, please mark on your calendars that the next BRIDG meeting will be held on Thursday, September 28, 2000, from 10:00 a.m. to noon in Room 105 of the National Archives Building, 7th and Pennsylvania Avenue, NW, Washington, DC. The topic of the meeting will be announced shortly, and forwarded to you via email.

I hope to see you at the September 28, 2000, BRIDG Meeting.

MICHAEL L. MILLER
Director
Modern Records Programs